

ESA Application Timeline Instructions

- ESA Staff will begin accepting 2013-2014 applications on **January 1-May 1, 2013**. **Late applications will not be processed.**
- **TBD:** ESA Staff will hold an ESA Parent Information Meeting in Phoenix
- **TBD:** ESA Staff will travel to Tucson for the next ESA Parent Information Meeting.
- **Any organization or group wishing to hold an ESA meeting; please contact ESA Staff for details.**
- **Deadline to submit application, documentation, and paperwork is Wednesday, May 1, 2013 at 3pm**
- Applications may be submitted to ESA staff by one the following methods:
 1. **Mail:** Applications must arrive by 3pm on May 1, 2013 to be accepted. Please be sure to send in your applications early if you choose this method as mail can get delayed. ESA Staff will check postdate stamp of envelope. If mailing and you wish to obtain confirmation please contact ESA Staff.
 2. **E-mail:** Please submit your scanned copies to esa@azed.gov by 3pm of May 1, 2013. Confirmation will be emailed when the application and required documents are received.
 3. **In Person:** You may hand deliver your application to ESA staff before 3pm on May 1, 2013
 4. **Fax:** You may also fax your application and required documents to 602-542-5440 must be received by 3pm May 1, 2013. If faxing and wish to obtain confirmation please contact ESA Staff.
- Parents will be notified by mail if their child has been approved for an ESA. You will receive an Award Letter; 2nd page of the Award Letter must be completed and submitted to the Department no later than **May 15, 2013 at 3pm**.
- Once ESA Staff has received your Award Acceptance Letter, a Contract Packet will be mailed no later than May 30, 2013.
- Agreement Contract (all 4 pages) and Bank Consent Form (new applicants) or Renewal Agreement Contracts (renewing parents-all 4 pages) **must** be **MAILED** or **HAND-DELIVERED** to the Department on or before **June 30, 2013 by 3pm**. ESA Staff will **NOT ACCEPT** any emailed or faxed contracts.
- ESA debit cards will begin arriving via mail at the address you provided starting **July 15-July 30, 2013** (new applicants). Renewing parents will have their ESA debit cards reloaded **July 15-30, 2013**.
- **New** ESA parents please keep in mind that debit cards will arrive in a white plain envelope; there is no indication that they are from B of A. **Do not discard**. If you accidentally throw the envelope away you must contact B of A; ESA staff cannot contact the bank on your behalf.